

OFFICE OF THE
AMARPUR NAGAR PANCHAYAT
AMARPUR, GOMATI DISTRICT, TRIPURA

No F 4(43)/OSM/AMP/ANP/2019-20/ 10,217

Dated the 16 March, 2022.

SHORT NOTICE INVITING TENDER

Tender No: ANP/01/2022-Genl.

Office of issue:

Amarpur Nagar Panchayat,
Amarpur, Gomati District, Tripura.

Tender No. : ANP/01/2022-Genl.

Dates of issue of Bid Document :

From 16th March, 2022 and upto 02:30 pm
on 25th March, 2022.

Tender Forms also Available at Website:

Tripura State Govt. website.

Tenders will be received Upto:

25th March, 2022, Time 03:00 pm.

Date of opening of bids :

25th March, 2022, Time 03:30 pm.

Amarpur Nagar Panchayat intends to invite tender in two bid system to award Annual Comprehensive Maintenance Contract for 2 Nos Chiller Air conditioning system (Blue star, Model No.ZAC2YS-080A and ___ Nos Split air conditioner of Ananda Dhara Hall) for the period of one year as decided by the Amarpur NP authority with reputed firms including those empanelled in MSME also having adequate experience in the maintenance of central Air Conditioners and Voltage Stabilizers of Government Ministries/ Departments/ organizations and having qualified mechanics on their roll. The rates may be quoted per unit for each item.

2. The tender must be sent in a big sealed cover prominently super scribed as ANNUAL COMPREHENSIVE MAINTANACE CONTRACT FOR AIR CONDITIONERS AND VOLTAGE STABILIZERS BELONGING TO AMARPUR NAGAR PANCHAYAT" to the undersigned latest by 03 00 pm on 25th March, 2022. The big sealed cover should contain two different sealed covers, out of them first cover should be marked as "Technical Bid" and second cover should be marked as "Financial Bid". Tenders may be dropped in the tender box kept inside the chamber of Executive Officer, Amarpur NP. The tenders will be opened on 25th March, 2022 at 03:30 pm. in the presence of the available tenderers or their representatives.

3. The first envelop marked as Technical Bid should contain following documents:'

- Quotation/Bid form as per Annexure I completely filled and signed by the tenderer alongwith signed copy of tender notice.
- Copies of experience certificates from Government Ministries/ Departments/ PSUs to the effect that the firm has given satisfactory service/performance for minimum period Of 3 years specifically. For Government Departmenu Ministries, the certificate should be signed by an authority not lower to Under Secretary & for PSUs; the certificate should be signed by an authority not lower to Executive Officer.
- List of employees of the firm to be deputed in the Department alongwith their certificate or equivalent in Air-conditioning from ITI or any other Government recognized institute or equivalent.
- A Demand Draft/ pay order of Rs. 20,000A for EMD.
- Copy of GST and Service Tax registration.
- PAN, TIN, TAN.
- Copies of audited balance sheets indicating the annual turnover of last three years.
- certificate to the effect that the firm has not been backlisted by any Govt.Ministry/ Department.

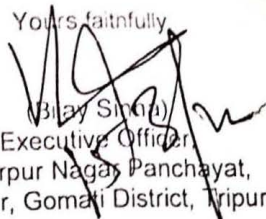
4. The second envelop marked as "Financial bid,' should contain the rates for CAMC of various items as per Annexure II.

5. Bidders shall have to deposit an amount of Rs. 20,000/- (Rs. Twenty Thousand onry) as Earnest Money Deposit (EMD) in the form of DD/ pay order from any schedured commercial bank in favour of "Executive Officer, Amarpur Nagar Panchayat, payable at Amarpur. Bid document without EMD will be rejected.

6. Tender document may also be downloaded from www.tripura.gov.in and Tripura state protal till 02.30 pM on 25th March, 2022.

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7. Intending eligible bidders may obtain a copy of bid documents from office of the Amarpur Nagar Panchayat or by downloading it from the Tripura State Government's portal

Yours faithfully,

(Biju Singh)
Executive Officer,
Amarpur Nagar Panchayat,
Amarpur, Gomati District, Tripura.

Terms and conditions of the contract shall be as under-

- (a) The contractor should have the following documents attached with the quotation failing which quotation will be summarily rejected:-
- Registration with Tripura Sale Tax, GST
 - Audited balance sheet of the firm indicating annual turnover and certificate from the chartered accountant.
 - Registration with Service Tax Department
 - TIN No.
 - PAN
 - Experience certificates
 - List of employees of the firm to be deputed in the Amarpur NP alongwith their certificates or equivalent or above in Air-conditioning from ITI or any other Government recognized institute.
 - Undertaking certificate on the letter head of the firm that firm is not blacklisted.
 - EMD
- (b) The air-conditioner shall be taken over for AMC contract on "as and where is installed" basis.
- (c) The firm should have an work experience of 3 years of various types of ACs in Government Ministries/ Departments/ PSUs of comparable level with yearly turnover of 20 lakhs or above. A certificate from Chartered Accountant may be furnished showing the turnover for the last three years. A list of clients should be enclosed along with the proper documentary proof. The bidder must submit certificates from Government Ministries/ Departments/ PSUS to the effect that the firm has given satisfactory service/performance clearly indicating the value of work and number of ACs maintained in that organization along with the bids without which bid is liable to be rejected.
- (d) The bidder should not have been blacklisted by any Ministry/ Department/PSU of the Govt. of Tripura. The tendering firm/bidder shall have to give a certificate on the letter head of the firm to the effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned.
- (e) The tenders should be accompanied with the Earnest Money Deposit of Rs. 20,000/- in the form of DD/Pay order in favour of Executive Officer, Amarpur Nagar Panchayat, Amarpur, Gomati Tripura payable at Amarpur.
- (f) It shall be obligatory on the part of the contractor to carry out repair/ maintenance of air conditioners under his direct control and supervision and under no circumstances the work shall be assigned to sub- contractor.
- (g) **The term Comprehensive Maintenance shall include replacement of all worn out spare parts, servicing, oiling, chemical washing, replacement of compressor, filter, thermostat, all kind of motor, capacitors, fans, condensers, wiring, all kinds of plug, pads, refilling of gas, remotes and replacement/repair of all other parts which are required to make the machines in working condition and labour charges during the currency of the contract at the exclusive risk, responsibility and cost of the contractor.**
- (h) Contractor shall use only best quality of ISI marked parts for the repair/ replacement of any part of the machine.
- (i) It may be noted that if a single bidder, who has quoted L-1 prices for all items in Annexure-II is not found then the bidder who has quoted L-1 rates for most number of items will be given an opportunity to accept the contract if he consents to perform other items of works at L-1 rates quoted by other bidders. In case more than one bidder quotes L-1 rates for equal items resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last three years.
- (j) The mechanics & helpers may be changed only in compelling circumstances during the period of contract subject to the condition that firm provides their police verification and copy of their qualification certificates (only for mechanic) as per para (i) above.

(k) It is obligatory on the part of contractor that the work involves two dry and two wet maintenance service per annum of each machine and all breakdown calls shall be attended by the contractor within 24 hours from the time of intimation. If the complaint is not attended and work is not completed within Stipulated time limit, penalty will be recovered @ 1% per day upto a maximum of 10% of the order value.

(l) For regular and proper maintenance of the Air conditioners for instantaneously attending to complaints received, it shall be obligatory on the part of the contractor to depute sufficient number of qualified mechanics having certificate or equivalent or above in Air-conditioning from ITI or any other Govt. recognized institute to this Nagar Panchayat on all working days throughout the period of contract. At least two mechanics alongwith two helpers shall be remained in Amarpur Nagar Panchayat in close contact with SO (GA) from 9.00 AM to 6.00 PM to attend the complaints received from the users of air conditioner during the period of contract. Contractor has to furnish name, phone number and mail ID of these mechanics. If any eventuality arises, the Amarpur Nagar Panchayat shall be within its competence to requisition the services of the mechanics on Sunday/ holidays and beyond office hours without payment of any additional remuneration. The contractor shall also keep sufficient stock of spare parts which may be required for replacement in the event of the above equipment becoming non- functional or defective, during the currency of the contract.

(m) The work shall be carried out in the premises of the Ananda Dhara Hall, Amarpur. Only such work execution of which is not possible in the premises of Ananda Dhara Hall may be allowed to be done in the workshop of the firm. In no case, any air conditioner or parts thereof shall be taken out of the premises without formal written permission Of the authority of Amarpur NP. The Amarpur NP shall not provide any labour to the contractor for lifting or transportation of the air conditioners during the period of the contract.

(n) The contractor shall be responsible for smooth and satisfactory working of the Air conditioners and shall obtain certificate from the user at periodic intervals to the effect that the air conditioners have been working satisfactory during the period of the contract and have not remained out of order for want of maintenance/ repairs and submit alongwith bills. Deductions equivalent to twice the charges of maintenance for the particular equipment shall be made from the bill in case equipment remains out of order for more than 24 hours on each occasion.

(o) The successful contractor shall be required to do the work during the entire period one year as decided by the Amarpur Nagar Panchayat at the rates those are approved on the basis of the tender. If due to any reason, the firm is not able to do the work, the same shall be got done from some other firm or from the open market directly at the cost of the contractor and the additional expenditure incurred thereon shall be recovered from the contractor. This may even entail additional 10% penalty on billed amount and in case of such two events, it may entail to the termination of the contract and forfeiture of the performance security.

(p) The contractor shall be responsible for payment of wages/ settlement of dues with workers engaged by the firm as per prevailing labour/ wage laws in force in NCT of Tripura and the Amarpur NP shall not be a party to any dispute between the contractor and workers.

(q) The contractor shall arrange to get the character and antecedents of workers verified from Police authority. The same shall be furnished to the Amarpur NP alongwith the performance security.

(r) The contractor shall be responsible for handing over all the air conditioners in working condition along with all the accessories to the Amarpur Nagar Panchayat on the expiry of the contract and the cost of shortcoming, if any, shall be borne by the outgoing contractor.

(s) The damage caused, if any, either to air conditioner or to any other property of the Amarpur Nagar Panchayat through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Amarpur Nagar Panchayat on this account shall be made good by the contractor and decision of the Amarpur Nagar Panchayat authority in this context shall be binding on the contractor.

(t) The contract shall cover all the air conditioners of Amarpur Nagar Panchayat working at Ananda Dhara Hall, Trijunction, Amarpur.

(u) No extra payment/ compensation whatsoever on account of natural calamity/ accident or otherwise will be made to the firm except the all-inclusive rates and the rates permitted under this contract.

(v) No advance payment will be made. Payment will be made on quarterly basis of the CAMC period. payment will be made of the actual number of ACs repaired/maintained by the firm on submission of bills on

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quarterly at the end of each quarter. A certificate from the authorized staff of Amarpur NP towards satisfactory completion of the work will be obtained by the firm and submitted along with bills.

(W) The Amarpur NP reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. Amarpur NP also reserves the right to extend/ renew the contract further a period of one year if it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of the contract.

(X) No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion.

(Y) The Department reserves the right to terminate the AMC in full or part at any time during the contract period if the services of the contractor are not found satisfactory. In all matters of dispute relating to the proposed AMC, the decision of the Amarpur NP in both cases shall be final and binding on the contractor.

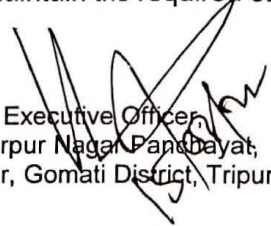
(Z) The tenderer whose tender is finally accepted, shall have to furnish performance security of a sum of value of 10%(Ten percentage) of the Total value of AMC by means of fixed deposit valid upto two months beyond the expiry of the Annual Maintenance contract in any commercial scheduled bank pledged in favour of "Executive Officer, Amarpur NP" payable at Amarpur. The earnest money shall be returned to the successful bidder after depositing the performance security.

(aa) The contractor has to submit service report with each bill as per annexure_III.

(bb) In case of any deficiency in service, a penalty of 10% of the total amount of the bill will be imposed. The Contractor or his representative should not remove, disturb and dislocate the existing equipments and its parts from its position until & unless it is authorized by Engineer-in-Charge.

(cc) successful tenderer has to sign an agreement with the Department on non-judicial stamp paper of Rs.100/-

(dd) It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded.


Executive Officer,
Amarpur Nagar Panchayat,
Amarpur, Gomati District, Tripura.

QUOTATION/BID FORM

Tender Notice Quotation No. _____/01/2022-Genl.

Annual Comprehensive Maintenance Contract for Maintenance of Cassette/ Window / Split Type Air Conditioners/ Stabilizers in the Amarpur Nagar Panchayat for the Year 2022-23.

- (i) Name of the firm (in Block letter) :
- (ii) Address :
- (iii) Name of the representative of firm :
- (iv) Telephone No./ Mobile No. :
- (v) Bank Draft Amount, No, date & Name of Bank :
- (vi) GST No. (Proof thereof) :
- (vii) Service Tax No. (Proof thereof) :
- (viii) PAN (proof thereof) :
- (ix) Email ID :
- (x) Whether the firm is blacklisted? :
(If not, such declaration is provided in the letter head of the firm.)

2. Experience in maintenance of AC in Govt. Department/ organization (Certificates enclosed):-
 Name of Deptt./PSU Period No. of ACs contract /maintained

(xi) Particulars of qualified mechanics on roll (furnish copies of certificates)

Name & Designation	Qualification	Experience
1.		
2.		
3.		

(xii)

Sl. No.	Turnover of the firm during (Copy of balance sheet audited by CA for the following Financial Year should be enclosed)	
1	2018-19	
2	2019-20	
3	2020-21	

2. I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice No. _____/01/2022-Genl. dated ___ March, 2022. Accordingly, I/ we hereby accept the terms and conditions and offer the rate for maintenance of Acs as indicated at ANNEXURE-II.

Authorized Signatory _____
 Name(in Block letters) _____
 Official seal of the firm

Proforma for Financial Bid
Tender Notice Quotation No. _____/01/2022-Genl.

A. The rates may be given unit wise of the following items for Comprehensive annual maintenance Contract:- (Rates must be including of all taxes)

S. No.	Name of Item	Rate per unit (including taxes)	
		In figure	In words
1.	Comprehensive annual maintenance Charge of Chiller Air Conditioner		
2.	Comprehensive annual maintenance Charge of Split Air Conditioner		
3.	CAMC of Stabilizers		

Note:- The term comprehensive Maintenance shall include servicing, oiling, chemical washing, gas filling, replacement of compressor, filter, thermostat, all kind of motor, capacitors-, wiring, all kinds of plug, pads and replacement/repair of all other parts which are required to make the machines in working condition.

B. Besides the above, rates for following items may also be furnished:-

S. No.	Name of Item	Rate per unit (including taxes)	
		In figure	In words
1.	Reinstallation charges of Chiller AC including gas charging, if so needed (including labour charge)		
2.	Reinstallation charges of Split AC including gas charging, if so needed (including labour charge)		
3.	Dismantling charges of Chiller AC		
4.	Dismantling charges of Split AC		
5.	Supply of iron stand for outdoor of split AC		
6.	Supply of Copper Pipe(in applicable sizes) with insulation (per meter)		
7.	Supply of Drain Pipe (per meter) (good quality)		
8.	2.5 MM Electrical Cable, 3 core PVC insulated(per meter) ISI marked		
9.	Supply of Steel Plug		
10.	Supply of Remote		
11.	20 Ampere AC point		

IMPORTANT NOTE: - It may be noted that if a single bidder, who has quoted L-1 prices for all items in Annexure-II above, is not found then the bidder who has quoted L-1 rates for most number of these items will be given an opportunity to accept the contract if he consents to perform other items of works at L-1 rates quoted by other bidders. In case more than one bidder quotes L-1 rates for equal items resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last three years.

I/We hereby undertake that we shall make good any loss/damage caused to AC unit or any other property of the Amarpur Nagar Panchayat through our negligence. I/We also undertake that the decision of the Authority of Amarpur Nagar Panchayat in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on us. I/We undertake not to make any representation against the decision of the Authority of Amarpur Nagar Panchayat.

Authorized Signatory _____
Name(in Block letters) _____
Official seal of the firm _____

Service Report

Name and Address of Firm _____

Date _____

Name of Officer	Address
Name of the Mechanic	Machine Model
Time and Date of call received for Complaint :	Time and Date of complaint attended :
Details of the work done and material Used :	
Whether machine is working OK after repair	
Remarks (by user officer about the call attended by the mechanic)	

Signature of Client (Name and Designation of Officer/Official of Amarpur Nagar Panchayat with stamp)

Signature of Mechanic.